



# LIQUOR LICENSE RENEWAL

## Requirements & Helpful Hints

### PREPARE

Liquor license renewals occur every year. Prepare your complete Renewal Application Packet, as follows:

- **RENEWAL APPLICATION**  
Authorized signature required
- **TAX CLEARANCES**  
Obtain State/IRS Pre-Tax Clearances in the mail **OR** Register for Hawaii Compliance Express (HCE) **OR** Obtain clearance stamps on A-6 form
- **CERTIFICATE OF GOOD STANDING (COGS)**  
Print from DCCA website
- **CERTIFICATE OF INSURANCE (COI)**  
Showing \$1 million Liquor Liability coverage
- **PAYMENT**  
Business check, cash or VISA/MasterCard/Discover. *Submission of one (1) check for multiple licenses is preferred.*
- **NO OUTSTANDING FINES/FEES/REPORTS**

### GATHER

If you do not receive your Renewal Application Packet by early April, call 768-7323 or email [liq-licensing@honolulu.gov](mailto:liq-licensing@honolulu.gov) and request a replacement packet.

Gather all required documents for renewal by mid-April and submit your Renewal Application Packet as soon as possible!

Don't delay! Obtain your tax clearances now! Prepare in advance and either register for HCE and/or call the IRS at 1-844-545-5640 and make your appointment.

Have more questions? Refer to our FAQ sheet.

### SUBMIT

Mail your complete Renewal Application Packet to us by May 31st, and your new FY19 license will be mailed to you.

----- OR -----

Submit your complete Renewal Application Packet to us in person, and your new FY19 license will be processed while you wait.

Don't delay, submit today!

### IMPORTANT DEADLINES

**MARCH 23, 2018**  
Renewal Application Packets Mailed

**MAY 31, 2018**  
Renewal Application Packet Due

**JUNE 30, 2018**  
Current FY18 Liquor License Expires

**JULY 1, 2018**  
New FY19 Liquor License Posted

**JULY 31, 2018**  
**Gross Liquor Sales (GLS) Report and any additional fees due**  
(report sales from July 1, 2017 thru June 30, 2018)